



Arapahoe Park and Recreation District

Position Announcement Customer Service Representative

The Arapahoe Park and Recreation District is seeking a mature, professional and enthusiastic individual to serve as a Full Time Customer Service Representative at the Trails Recreation Center.

Under the direction of the Assistant Facility Manager, the Customer Service Representative is responsible for providing exceptional customer service to all patrons of the Trails Recreation Center ensuring effective day to day operations of the reception desk and assisting with the coordination, scheduling and training of part time front desk receptionists.

Requires two years' experience in customer service field with 6 months of increasing responsibility in a Supervisory role; candidates must have exceptional customer service skills and the ability to communicate effectively, both verbally and in writing; ability to effectively lead and train staff; maintain a positive, friendly and professional attitude while engaged in stressful and/or conflict situations; Must be able to work a flexible schedule including days, evenings, weekends and holidays. Experience at a public recreation facility a plus.

Hiring Range is \$34,500 - \$44,200 DOE, plus a complete benefits package including health, medical, dental, vision, life, retirement plan and recreation benefits for employee and immediate family. Interested applicants submit their resumes to the Arapahoe Park and Recreation District, Attention Michelle McGhee, 16799 E. Lake Ave., Centennial, CO. 80016 or michellemcg@aprd.org; deadline Friday; November 19, 2020; 5:00 PM MST; The Arapahoe Park and Recreation District is an Equal Opportunity Employer and ADA compliant.

